

FRESNO, CALIFORNIA
CLASS SPECIFICATION
RECREATION LEADER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Recreation Leader is the first and entry level in a three level Recreation series. Incumbents are responsible for planning, organizing, monitoring, conducting, and evaluating a variety of athletic, sports, arts and crafts, special events, and/or related recreational activities for participants.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsible for assisting with and learning how to perform the essential duties of the classification under supervision.

The Recreation Leader is distinguished from the Recreation Specialist, which is responsible for assisting with specialized program and resource development, implementation, and monitoring.

Journey positions are responsible for independently performing the essential duties of the classification.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Plans, organizes, and coordinates a wide variety of public events, classes, athletic programs, and/or activities which, depending on assignment, may include: procuring supplies; scheduling entertainment; setting up sites; monitoring events; preparing program outlines; preparing schedules; coordinating field rentals; and/or, performing other related activities. | Daily
25% |
| 2. | Participates in community outreach activities and marketing recreation programs, which includes: creating flyers, maintaining bulletin boards, preparing brochures, preparing and disseminating newsletters, and/or performing other related activities. | Daily
10% |
| 3. | Administers facility operations which, depending on assignment, may include: inspecting sites and/or facilities to identify and resolve potentially hazardous situations; opening and closing facilities; preparing facilities for public use; and/or, performing other related activities. | Daily
10% |
| 4. | Maintains and prepares activity reports and attendance records. | Daily
10% |
| 5. | Monitors patrons utilizing recreation facilities; identifies and resolves potentially hazardous situations. | Daily
20% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Assists in maintaining buildings, equipment, grounds, and facilities utilized in recreation programs.	Daily 5%
7.	Monitors and maintains applicable inventory levels, including issuing and collecting equipment from program participants and/or staff; recommends the procurement of supplies and materials for programs and events.	Weekly 10%
8.	Evaluates programs in assigned area of responsibility, recommending and implementing improvements as appropriate.	Weekly 5%
9.	Assists with special events, which includes: setting up and tearing down for events; ensuring applicable equipment and supplies are readily available; and/or, performing other related activities.	Monthly 10%
10.	May administer first aid and complete related accident reports.	Occasion- ally 5%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED and one year of related experience are required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

Some positions, based on assignment, may require:

- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

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Knowledge (position requirements at entry):

Knowledge of:

- Recreation and leisure services and fundamentals
- Recordkeeping principles and practices
- Customer service policies, principles and practices
- Basic facility management principles and practices;

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer services
- Organizing and maintaining accurate technical, complex, sensitive, and or confidential records and files
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Coordinating and scheduling a variety of events and activities
- Reading and interpreting rules and regulations associated with recreational games and activities
- Enforcing safety measures
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and disruptive people.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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Reviewed by the City of Fresno

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